

PROJECT DIVERSITY SCREENING COMMITTEE

Retreat - Meeting Minutes

March 14, 2013

ROLL CALL

PRESENT: Chair Jeannie LoFranco, Committee Members Alphonse Arretz, Nga Huynh, Johnny Lee, Delores Springs, Denise McCallaCreary, Karl Hennig, Nathaniel Montgomery and Mansimrat Singh (arrived after adoption of agenda)

ABSENT: Committee Member Elisa Orona

STAFF: Acting City Clerk Toni Taber, Deputy City Clerk Cecilia McDaniel and Deputy City Clerk Anthony Smith

ORDER OF BUSINESS

I. CALL TO ORDER

The members of the Project Diversity Screening Committee convened at 5:46 p.m. in Room W-242 of City Hall, 200 E. Santa Clara Street, CA 95113.

II. ADOPTION OF THE AGENDA

Discussion: Committee Members reviewed the agenda. Acting City Clerk Toni Taber requested that item IV.B (SWOT Analysis) be deferred to a future meeting date since it would be premature to complete one with the impending changes to the Committee.

Action: Upon a motion by Committee Member Johnny Lee, and seconded by Committee Member Alphonse Arretz, the Committee approved the adoption of the March 14, 2013 agenda with the deferral of item IV.B. Vote (9-0-2; Committee Members Mansimrat Singh and Elisa Orona absent)

III. PUBLIC COMMENT – None

IV. COMMITTEE ACTIVITIES

A. Team Building Exercise

Discussion: Committee members broke into groups of two to learn about each other then introduced their partners to the committee. The member introductions

to the committee were not audio recorded per request by Committee Member Nathaniel Montgomery.

B. SWOT Analysis

Discussion: None.

Action Taken: Deferred to a later date, to be determined, per item II.

V. **REPORTS**

A. Boards and Commission Structural Improvement Update

Document Filed: 1) Boards and commissions consolidations update handout drafted by Acting City Clerk Toni Taber; and 2) Board and Commission member spreadsheet.

Discussion: Acting City Clerk Toni Taber gave a brief update on the boards and commissions structural improvement project as outlined in the filed handout and answered committee questions. The major change that will affect the Project Diversity Screening Committee (PDSC) is that the membership makeup of majority of the boards and commissions will be changing to an eleven-member legislative body to allow for each Councilmember plus the Mayor to nominate a member.

Ms. Taber informed the Committee that effective July 2013 their Committee will become a Commission and will be named the Council Appointment Advisory Commission (CAAC) and that the purpose of the Commission may change.

VI. **ITEMS SCHEDULED FOR INFORMATION OR DISCUSSION**

A. Brainstorming Session

1. Improving Application & Interview Process
2. Changes Resulting from Boards & Commission Improvements

Documents Filed: 1) Old Project Diversity Instructions drafted by the City Clerk's Office; and 2) City of San Jose Boards and Commission Selection Process drafted by Committee Member Nathaniel Montgomery;

Discussion: Acting City Clerk Toni Taber requested advice from the Committee on how to improve the application and interview process. Committee Member Nathaniel Montgomery provided the Committee with a document showing the current application and interview process and explained the PDSC's role in the process. Chair Jeannie LoFranco added to the discussion by giving a brief history on PDSC, the reason for its inception and how PDSC has handled the recruitments in the past. The Committee discussed in length the different possibilities on how the new application and interview process could work. Acting City Clerk answered Committee questions and indicated that she would provide the Committee with status once a process was selected.

Public Comment: Al Reinig, former Committee Member, informed the Committee that when the PDSC interviewed candidates, they used the same interview questions no matter what Commission they were applying for. Mr. Reinig suggested that the interview questions be tailored to the specific Commission recruitment.

B. Committee Chair Concerns

Document Filed: Memorandum dated November 8, 2012 from Chair Jeannie LoFranco to the Project Diversity Screening Committee regarding PDSC Concerns.

Discussion: Chair Jeannie LoFranco submitted a Memorandum dated November 8, 2012 to the Committee for review, however, she indicated that it may be best to wait for the changes to the Committee to occur before addressing them since the issues may become a moot point.

VII. ITEMS SCHEDULED FOR ACTION

A. Review FY 13-14 Workplan & Committee Schedule

Discussion: The Committee discussed setting a regular meeting schedule. The Committee agreed that since the purpose of the Committee may be changing, it would be best wait on setting a regular meeting schedule until the Committee objectives and responsibilities are more clearly defined.

Action Taken: The Committee directed staff to set a meeting for member orientation and mock interviews.

VIII. MEETING SCHEDULE AND AGENDA ITEMS

The next Regular Meetings are scheduled for:

April 2013 – Committee Member Orientation and Mock Interviews

May 2013 – Interviews for Boards and Commission Recruitment

IX. ADJOURNMENT

The meeting was adjourned at approximately 9:07 p.m.


JEANNIE LoFRANCO, CHAIR

ATTEST:
PROJECT DIVERSITY SCREENING COMMITTEE SECRETARY


CECILIA McDANIEL, Deputy City Clerk